R E P O R T R E S U M E S

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SURVEY, COMMENCEMENT EXERCISES IN CALIFORNIA JUNIOR COLLEGES.

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IN AN ATTEMPT TO SOLVE THE REGISTRAR'S PROBLEM OF DETERMINING WHICH CANDIDATES FOR THE AA DEGREE HAVE FULFILLED ALL THEIR REQUIREMENTS, THE AUTHOR ASKED OTHER COLLEGES TO DESCRIBE THEIR GRADUATION PROCEDURES. OF THE 78 CALIFORNIA JUNIOR COLLEGES QUESTIONED, 70 REPLIED. SINCE THE CEREMONIES ARE HELD SO SOON AFTER FINAL EXAMINATIONS, A PROCEDURE MUST BE FOUND TO MAKE SURE THAT, THOUGH ALL MAY PARTICIPATE IN THE CEREMONY, ONLY QUALIFIED GRADUATES WILL ACTUALLY RECEIVE THE DIPLOMAS. SECTION I DESCRIBES THE EXERCISES OF SEVERAL COLLEGES, MOST OF WHOM DISTRIBUTE ONLY DIPLOMA CASES AT THE CEREMONY, LEAVING THE ACTUAL CERTIFICATE, AFTER A GRADE CHECK, TO BE MAILED OR PICKED UP AT A LATER DATE. SECTION II DESCRIBES VARIOUS COMMENCEMENT PROGRAMS AND PROTOCOL IN DETAIL. AN APPENDIX PRESENTS VARIANTS FROM THESE STANDARD CEREMONIES AND A SAMPLE OF A GRADUATION CHECK FORM. (HH)

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SURVEY

COMMENCEMENT EXERCISES

CALIFORNIA JUNIOR COLLEGES

BY

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UNIVERSITY OF CALIF.
LOS ANGELES

APR 15 1968

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

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SECTION ONE

COMMENCEMENT EXERCISES IN CALIFORNIA JUNIOR COLLEGES

SURVEY

In June 1967, just after commencement exercises were over for the junior colleges in Dalifornia, the writer sent out an inquiry to all these colleges to obtain information on procedures used and commencement program format. Letters of inquiry were mailed to seventy-eight colleges and replies were received from seventy, representing a 90 percent response.

THE PROBLEM

As registrar at San Joaquin Delta College, the writer has the responsibility for certifying that candidates for the Associate in Arts Degree have fulfilled all the requirements for this Degree. The final certification must be made several hours before the Commencement exercises held in the past on Saturday, just a few hours after the last grades are turned in to the Data Processing Center.

In years past, when there were very few afternoon classes scheduled, few examinations were held on Friday and the certifications could be easily made. With increased use of afternoon classes resulting in many more examinations falling on Friday, many more instructors will be submitting grades later on Saturday.

The problem of certifying graduates the day following the last scheduled final final examinations is compounded by another dimension. There is an ever increasing number of graduates as may be observed from the following table:

SAN JOAQUIN DELTA COLLEGE

1963	406
1964	425
1965	454
1966	594
1967	710
1968	800-900

SOLUTIONS DESCRIBED

The replies received from the seventy junior colleges show that many of thexe colleges have faced the same problems relating to graduation certifications.

The following paragraphs show how many have made an effort to solve this problem.

BAKERSFIELD COLLEGE

Bill Heffernan, Dean of Admissions and Records, feels that Bakersfield College has "come to the end of the road with their present procedures" and he describes the new procedures they will be forced to use for their next commencement. His reply to my inquiry was substantially as follows:

> "Up through June of 1967, we have made a complete graduation check on each student who has filed a candidacy for graduation form and who has indicated his intention to participate in the commencement. We have a graduation rehearsal on the Friday morning before our Saturday evening commencement. We have notified those students who did not "make it" so that they do not show up for the rehearsal.
>
> "Following the rehearsal we hold the Sophomore Honor Brunch at which time special awards and departmental honors are announced. This has been a most impressive affair for a period of years and is, I suspect, one of the real highlights of the commencement season.
>
> "On Saturday night we gather our graduates together in our Indoor Theater. Each graduate is assigned a seat which will get him in the proper place when he moves into the outdoor theater. When it comes time for the degrees to be awarded, each graduate's name (and honors) are called off by the President as the graduate proceeds across the stage. The graduate receives his diploma and returns to his seat.

"We have held out for individual recognition each year and I have had more and more difficulty in making the graduation check. Even though our program now says "Candidates for Graduation", each person going through the ceremony is an actual graduate. I think that we have come to the end of the road on this, however. I am relatively sure that next year we will be handing out blank diploma cases and that we will, by sheer necessity, permit students who are not in fact graduates to participate. It is also likely that we will not announce scholarships and departmental awards; furthermore, I fear that we will probably be hard pressed to determine who the Honor Graduates are.

"The changes I mention are resulting from the increase in the number of examinations and getting the grades in on time to make the check. Since we are probably going to have to extend our final examination schedule and since the extension will be toward rather than away from the date of graduation, the handwriting on the wall is easily read.

"I am not sure what the changes will do to the graduation picture; eliminating honors, etc. may mean that the students will not feel as good about participating as they have in the past. We would still read names and the student will still cross the stage, but something may be lost. We have a most beautiful setting for holding our exercises and I feel it is a most impressive ceremony; it is doubtful that there are very many exercises across the country which would equal it. But, as I have said before, there will be changes made. I know of nothing in the wind which would indicate that we would do anything like you have mentioned regarding the departmental approach. Personally, I don't feel that such an approach would jell at our institution.

"I am anxious to see the results of your survey. I am particularly anxious to see how you condense all the verbiage above in summary form.

"I am enclosing one of our commencement programs, as you requested. As I see it now, all the boss will have to do is say to the Chairman of the Board, "I now present the Candidates for Graduation in the Class of 1968" rather than "I present the Graduating Class of 1968."

Bill Heffernan
Dean, Admissions and Records"

COLLEGE OF MARIN

The Dean of Students at College of Marin has enumerated their commencement procedures as follows:

COLLEGE OF MARIN

PROCEDURES-GRADUATION

1. All graduates are invited to attend graduation - almost 50% do.
2. Diplomas are mailed after grades are in.
3. All faculty members are in attendance in caps and gowns rented by the college.
4. Student caps and gowns are provided by the student body - we own enough.

Attached program indicates rest of procedure.

It will be observed in item 2 above that diplomas at College of Marin are mailed after all grades have been turned in to the Records Office.

CABRILLO COLLEGE

Item 5 below indicates that diplomas earned at Cabrillo College are mailed to the graduate the week following commencement.

Following is the procedure enumerated by the Dean of Students at Cabrillo College:

CABRILLO COLLEGE

1. Recognition is made of degree, certificate and transfer.
2. A card is read for each giving name, high school of graduation, major, honors, activities, future plans (College of transfer or job).
3. Shake hands with representative of board, faculty, activities.
4. Takes approximately 8 seconds per person.
5. Diplomas are mailed to the graduates the week following the commencement ceremony.

CONTRA COSTA COLLEGE

The letter below from the Dean of Student Services shows that at Contra Costa College, diplomas are not given out at the time of the commencement ceremony but are mailed later.

"Dear Mrs. Fitch 7/10/67

Enclosed find a copy of our 1967 Commencement Program. Students are not given diplomas at the time of the ceremony but these are later mailed.

What they do receive is the diploma cover with a note regarding procedure.

We also hold a Certificate of Achievement Ceremony apart from regular graduation.

Noe the reception held following the formal ceremony.

Yours truly
Russell G. Stillwell
Dean of Student Services"

LETTER ENCLOSED IN DIPLOMA CASE

DIABLO VALLEY COLLEGE

The following letter is enclosed in the diploma case:

"DIABLO VALLEY COLLEGE
Concord, California

Office of the President June 16, 1967

Dear Graduate:

Because we are unable to evaluate all semester grades before the Commencement exercises, diplomas are not awarded at this time. When it has been determined that you have met all requirements, the diploma will be mailed to you. You should expect to hear on or about July 1.

Congratulations on your achievements at Diablo Valley College. Be assured that our good wishes and concerns go with you in whatever you undertake after leaving us.

Sincerely yours,
William P. Niland, President"

The following comprehensive description of commencement procedures at Diablo Valley College indicates that signed diplomas are not given to students during the commencement exercises. The reason for this procedure is clearly stated in the letter:

Office of Student Personnel July 10, 1967

Dear Mrs. Fitch:

"Dr. Niland has referred your letter concerning commencement to me for reply. We are enclosing a copy of our 1967 Commencement program and will describe below some of the principal procedures that we follow.

"We do not give the signed diploma to the student at commencement. Instead, we give each candidate a diploma cover with a short letter from the President describing the procedure for mailing the diploma. As a result there is no last minute effort to determine whether or not a student has graduated. We allow all students as candidates to go through the commencement ceremony if they have cleared all requirements with the exception of spring semester grades. This year about 650 students appeared as candidates for the degree. About 450 attended the ceremony including 30 graduates of our Licensed Vocational Nursing Program. Our attendance this year was considerably better than last year because of our effort to "require" attendance except for waivers granted to people who were not in the area or who had very good reasons for not attending such as a night shift on a working schedule.

"On the morning of our commencement we have a rehearsal and generally acquaint students with the procedure in lining up and marching across the stage to receive the diploma. Instead of trying to coordinate a list against the alphabetical student line-up, we give each student a card with his name typed on it which is given by the student to one of our faculty members who reads the name of the student as he starts across the stage to receive a diploma cover and letter. The diploma covers and letters are all the same and are not identified with a particular student.

"We have found that the commencement ceremony is very important to the student and parent as a traditional milestone and is sentimental in nature. The emphasis we give to commencement is on reading of the student's name and being handed a diploma cover by a Board member. Our program is relatively short with the commencement address being limited to about 20 or 25 minutes. This year our Gymnasium was packed with about 2,000 in attendance including graduates and faculty. We require all faculty members to attend but give waivers to some who must leave for Institutes, etc. We also have excused faculty members who have sons or daughters graduating from a local high school on the same night.

"We were generally pleased with our commencement ceremony this year, particularly in regard to the number of students who attended. About July 1st, upon verification of spring semester grades and units, diplomas are mailed to all students who were qualified candidates. We would be happy to answer any other questions you may have about our procedures.

Very truly yours,
Verle C. Henstrand,
Dean of Student Personnel"

CYPRESS JUNIOR COLLEGE

The Dean of Students at Cypress Junior College states:

CYPRESS JUNIOR COLLEGE

"DUE TO THE FACT THAT WE DO NOT RECEIVE OUR DATA PROCESSING PRINT OUT SHEETS UNTIL APPROXIMATELY TWO WEEKS AFTER THE END OF SCHOOL, WE DO NOT ISSUE THE DIPLOMAS UNTIL WE ARE SURE THAT EACH CANDIDATE FOR GRADUATION HAS MET THE NECESSARY REQUIREMENTS. THESE ARE THEN MAILED TO THE STUDENT."

EL CAMINO COLLEGE

Merl F. Sloan, Vice President Student Personnel, at El Camino College describes succinctly the procedures used at his college:

EL CAMINO COLLEGE

Dear Mrs. Fitch:

"At our graduation on June 16, approximately 600 students participated. They were seated in two sections, and at the appropriate time each section filed past the President of the College or the President of the Board and received the degree cover, with the names announced alternately by two of the Deans. It did take 25 minutes to announce each name award each his degree cover. Early this summer grades and graduation requirements will be rechecked and degrees mailed to all who qualify.

"Many students graduated in February and did not participate. Others participated who will complete graduation requirements this summer. They will receive their degrees in August, although the degree will be dated June 16.

Merl F. Sloan
Vice President STUDENT PERSONNEL
El Camino College"

LOS ANGELES PIERCE COLLEGE

Following is the interesting schedule followed by Los Angeles Pierce College. It will be noted that graduates receive diploma covers only; diplomas are mailed after final grades are in:

Commencement Day:

9 AM	Rehearsal
10 AM	Brunch (Sponsored by Faculty)
2:30 PM	Commencement exercises
4 PM	Reception

Graduates receive diploma covers only; diplomas are mailed later after final grades are in.

LOS ANGELES VALLEY COLLEGE-LOS ANGELES CITY COLLEGE

The graduation secretary reports that blank diploma cases are issued to "Candidates for Graduation". The student's name is read from a card that is presented to the Dean and any honors are announced at this time. The actual diploma is mailed the following week after a careful check of spring grades. Before the end of the spring semester, each candidate is sent an "Avery label" for the student to pre-address and affix suitable postage for the mailing of the diploma.

MIRA COSTA COLLEGE

"We have a ceremony (in June only), at which we present all AA and AS degree candidates with a blank diploma case. The diplomas are available about a week later, after all grades are posted. The ceremony is very traditional.

MONTEREY PENINSULA COLLEGE

Many interesting ideas are presented in the following letter from Monterey Peninsula College:

> "Your letter to Dr. Faul requesting information concerning our graduation procedures has been directed to my attention for reply.
>
> "The practice at Monterey Peninsula College has been to hold an afternoon commencement program. Diploma cases are presented to each graduate, individually, as his name is called and he ascends the speakers' platform. The actual diploma is given to the graduate when he returns his cap and gown following the ceremony.
>
> "For the past three years, in keeping with the College's desire for active student participation, the commencement addresses have been given by two outstanding graduates, one man and one woman, rather than by a guest speaker. The students are selected on the basis of academic achievement, participation in student affairs, service to the college community, and to some extent, speaking ability.
>
> "Graduates receiving awards and scholarships are named during the commencement exercises. Recipients of the Alpha Gamma Sigma permanent

membership award go forward to receive the AGS pin at that time. Recipients of the various other honors stand in recognition; their awards are actually presented during an Honor Luncheon held for all graduates prior to the ceremony. The Associated Students of Monterey Peninsula College have made it a practice for several years to host this luncheon in the student center.

"Immediately following the processional, the faculty, the graduates and their families and friends are invited to a reception in the student center. The Faculty Wives' Association are the hostesses for this occasion and refreshments are served.

"A copy of the June 1967 commencement program is enclosed. Should there be other details of our procedures in which you are interested, please let us know.

Yours very truly,
Joyce A. Bird
Secretary to Mr. Blakemore"

NAPA JUNIOR COLLEGE

The Dean of Students at Napa Junior College writes as follows:

"Students do not receive their diplomas at graduation, but just a diploma cover. Diplomas are picked up later. Participation is voluntary. (About 60% of all types do participate.) No faculty processional. General reception after graduation.

"You will note that scholarship awards are a part of our program. We want to keep our Commencement as short as possible. We have it at night to encourage parents to come, and choose a night as close to the end of finals as possible so students will participate. We also try to avoid high school graduations.

Dennis Patersen"

PASADENA CITY COLLEGE

The commencement exercises for Pasadena City College are held in the Rose Bowl. Each student receives the following statement in his diploma case. Actual diplomas are mailed after all graduation requirements are carefully checked.

Insert for Diploma cases at graduation exercises in lieu of diploma

WE ARE HONORED TO HAVE YOUR NAME ON THE LIST OF CANDIDATES

FOR THE

Associate in Arts Degree

FROM

Pasadena City College

PASADENA, CALIFORNIA

PLEASE ACCEPT OUR CONGRATULATIONS ON THIS ACHIEVEMENT

Your diploma will be mailed to you after official verification that you have successfully completed all degree requirements. If you have met the requirements at the close of a previous term, the diploma may be obtained by calling at the Office of Admissions and Records, Room 108C, at your earliest convenience.

REEDLEY COLLEGE

The Dean of Instruction writes in the following letter that at Reedley diploma cases only are distributed during the commencement ceremony, the actual diploma is mailed out later in June.

"President Boyer has forwarded your letter to my office for response.

"Our graduating class the past few years has remained between 200 and 300, and thus we are able to give out the diploma cases individually during the night of the commencement exercises. Our ceremony starts with a processional led by our graduates, followed by the faculty and platform party. For the recessional, the reverse line of march is observed.

"As you will see from our program, we keep the exercises rather simple and are able to accomplish the entire event in approximately an hour and a half.

"During the presentation of honors and awards, we try to stress academic achievement.

"A reception for graduates and friends is held each year at the conclusion of the ceremony, and this has proved to be a very successful event, with 600 to 700 people attending. This has given many of the parents an opportunity to become acquainted with our teaching staff as well.

"While diploma cases are given out as the students cross the platform, the actual diploma itself is held until later in June after all graduates have been duly processed and the dean of admissions has been able to certify the actual completion of the requirements. Students pick them up then or may request that we mail them.

"I hope the above information may be of some help to you in your study.

Yours truly,
Norman F. Zech, Dean of Instruction
Reedley College, Reedley Calif. 93654"

SAN BERNARDINO VALLEY COLLEGE

The Dean of Students describes the Commencement exercises as follows:

A. Processional:
   1. Graduates
   2. Faculty in academic robes
   3. Platform party, speakers, clergyman, board of trustees (Also in academic robes. We have special, rather elegant robes in college colors for the board of trustees.), retiring faculty, faculty senate president, faculty ass'n. president, administrative staff-about 20 in all.

B. Each graduate is handed a diploma holder by the chairman of the board of trustees, following the reading aloud of his name by the vice president of the college. (We rotate vice presidents who read the names from 3" x 5" cards that the graduates hand them with their names printed on them.) The college superintendent shakes hands with each graduate who then returns to his seat.

C. There is no recessional. After the last diploma holder is handed out, the superintendent - who is presiding - congratulates the graduates, wishes them well, and then the program is over. Graduates, families, faculty meet and chat on the field-informally-after which graduates return to the gym (where they originally lined up); return their caps and gowns, for which they receive a "chit" which enables them to get their diplomas and then leave the gym.

D. There is a growing feeling on our campus that a student speaker is sufficient, that an outside "name" speaker is an unnecessary expense and adds to the length of the program.

SAN JOSE CITY COLLEGE

Procedures for commencement at San Jose City College are described as follows:

PROCEDURES AND COMMENTS

1. No academic dress for faculty or platform guests. Faculty sit in front portion of audience.
2. Graduates march in and are seated on stage.
3. Platform guests include: Board of Trustees, minister, speaker, President, three administrators who assist with issuing diplomas and presenting the class.
4. Diploma covers (containing instructions on picking up diploma after grades are in) are given.
5. Any student who wishes to avoid the ceremony must petition to receive his diploma 'in absentia'. The petition is always granted.

SANTA MONICA CITY COLLEGE

The following instructions are given to graduates:

A. Diplomas will be mailed in about four to six weeks. Envelopes will be addressed in the Cafeteria prior to graduation
B. A wallet-size identification card will be distributed in the Cafeteria prior to graduation.

SANTA ROSA JUNIOR COLLEGE

The Dean of Admissions and Records at Santa Rosa Junior College describes their planned transition to a new procedure for their commencement exercises:

"Through this year we have always printed a program to show graduates; beginning June 1968 we shall print a program showing CANDIDATES for graduation and it will be held the day after finals instead of six days after finals.

"Graduation is held at 10 a. m. on Saturday preceded by a breakfast on the campus lawn given by the faculty in honor of the graduates. Guests from local high schools and donors of scholarships are also invited. Spouses of

graduates are included. Guests at the head table include the trustees and their wives, the minister, the president of the faculty association and the college, the president emeritus, and the two student speakers.

"In the past students have been required to report for a rehearsal on the Friday before graduation which required about two to three hours. Fewer and fewer graduates have been attending because they can get jobs which begin immediately after finals. It is hoped that the new arrangement (details to be worked out) will insure better attendance at graduation.

"Diplomas in cases have been issued to each graduate at the ceremonies. Honor students are recognized first--those receiving permanent membership in AGS, those receiving scholarships, and the American Legion Awards. Students not attending have received the insert by mail. Nexy year all diplomas will have to be mailed after certification is made after graduation. Any who expect to graduate will be permitted to participate; whether cases will be issued and collected is something to be determined.

"We shall be looking forward to hearing about the practices of other junior colleges."

SIERRA COLLEGE

The commencement procedures are described simply by their Dean of Students:

> "We hand out blank cases at Commencement. Each student hands his name card to the person announcing the names, student is given a degree case. Inserts are mailed when grades, etc. are confirmed.
> Kathro Frank, Dean"

SOUTHWESTERN COLLEGE

The graduation procedures used at Southwestern College are described clearly by their college president:

"Writing in response to your inquiry concerning our procedures for graduation:

1. Students wear cap and gowns which are rented at their own expense. The faculty and platform guests are not in academic attire.
2. Graduates report two hours prior to the ceremony, at which time a brief rehearsal is held, following which there are refreshments served until it is time for the processional to take place.
3. Diplomas issued at graduation are blank. The actual degree, if all requirements are met, is either picked up the following Monday in the Admissions Office or mailed to the student.

You will note that the program lists all students completing the requirements at the end of the fall and spring semesters and also the summer session.

Approximately 50% of the total graduates actually go through the Graduation Program.

We would appreciate receiving a copy of your survey as we are not satisfied with our current procedures.

Sincerely yours,
Chester S. DeVore, President

VICTOR VALLEY COLLEGE

Instructions to graduates:

"The actual diploma will be issued by Friday, June 23, 1967. (1 week after graduation) It should be picked up in the Administration office on, or after, that date.

SUMMARY

Many of the communications received from both large and small colleges described the common practice of giving out diploma cases at the commencement exercises and of mailing out actual diplomas later after all grades are in and all requirements have been carefully checked.

This appears to be a solution to the problem of processing thousands of grades for graduates in a very short period of time.

SECTION TWO

THE COMMENCEMENT PROGRAM

A careful examination of the seventy commencement programs tallied for this study revealed that the junior colleges in California strive to present a very attractive program format - - use expensive papers - - and superior graphic arts designs to produce programs the graduates will keep and show with pride for years to come.

CONTENTS OF COMMENCEMENT PROGRAMS (70 Programs Tallied)

Number of Colleges	On the Program
31	Pre-program Concert
70	Processional
29	Pledge of Allegiance
29	National Anthem
60	Invocations
37	Greetings
30	Address by Student (always with other speaker)
28	Address (Professor or President)
39	Address (Outside Speaker)
50	-Musical selections during exercises
70	Special awards and Honors
70	Presentation of Graduates
10	Presentation of Class Gift
70	Conferring of Degrees
70	Benediction
35	Alma Mater
62	Recessional

ELEMENTS OF PRINTED PROGRAM

An examination of each program showed that program elements were as follows:

Number of Colleges	Included on Program
25	Honors
11	Awards
17	Description of Academic Costume
37	Board of Trustees
8	Commencement Committee
5	Faculty
6	Gifts to College
45	Alma Mater
20	Administrative Staff
2	History of College
3	Ushers
3	Biography of Speaker and Minister
10	Acknowledgements (Flowers, Shrubs, Organ)
60	Seal of College
1	Campus Map

TIME OF COMMENCEMENT

A tally of the commencement programs shows that Friday, the last day of examinations, is the mode for the time of commencement exercises. This time could be used by those colleges that distribute diploma cases and mail actual diplomas at a later date as these colleges would not need to wait for last minute grade checks.

Number	Day
3	Tuesday Evening
3	Wednesday Evening
3	Thursday Afternoon
6	Thursday Evening
2	Friday Morning
6	Friday Afternoon
21	Friday Evening
2	Saturday Morning
3	Saturday Afternoon
12	Saturday Evening
4	No Time Listed

PLACE OF COMMENCEMENT

Campus Auditorium
Music Auditorium
Gymnasium
Patio
Field
Greek Theatre
Student Court
College Theatre
Library

RECEPTIONS

An examination of the commencement programs shows that most junior colleges hold a reception following the exercises.

The receptions, places, and sponsors were tallied as follows:

Number of Colleges	Place of Reception
27	Student Lounge
30	Cafeteria or Dining Hall
1	Auditorium Foyer
1	Stadium
3	Patio
1	Horticulture Building

Sponsors

President of College	Faculty Women
Faculty	Patrons
Associated Students	Faculty and Alumni
Faculty and Board	Home Economics
Women Service Organization	Alumni

BACCALAUREATE SERVICES

Five junior colleges included in the survey hold baccalaureate services in connection with their commencement activities.

Participants include representatives from most of the churches in the area.

Glendale College has a combination Commencement and Baccalaureate program which includes the following:

Prelude
Processional
Baccalaureate Invocation
Hymn
Musical Solo
Introduction of Commencement Speaker
Address
Special Awards to Students
Presentation of Class
Awarding of Diplomas
Benediction
Recessional

Coalinga College Dean of Women, Grace L. Weilbacher makes the following statement:

> "Our Commencement is very traditional, but we are small enough that this is possible.
>
> "You will notice we still have a Baccalaureate Service. If you get any information on how many other J. C's do this, I'd appreciate hearing it. I doubt if many do."

OTHER COMMENCEMENT PROCEDURES DESCRIBED

WEST VALLEY COLLEGE

> "We conduct our commencement without any practice; issue blank diplomas; use a student speaker (class valedictorian) as well as an outside speaker; etc.
>
> "Unfortunately, only 30-33 1/3 percent of our students participate in the commencement.
>
> "If I can be of further service, please correspond with me.
>
> Jerry H. Girdner
> Dean of Student Personnel Services"

CHABOT COLLEGE

"We graduated 348 this year at Chabot with approximately 200 taking part in the ceremony. Percentage of participants was down than normal chiefly due to the absence of my secretary who delights in "talking" many into participating. We look upon graduation as a highlight of the year and do our best to give it a colorful flourish.

"Basic features include:

1. Hold outdoors - Saturday morning
2. Faculty enter first and form 2 rows in center aisle. (Board pays for faculty gown and hood rented)
3. Graduates enter in single file, passing between faculty lines. Superintendent and platform people follow.
4. Main speech given by faculty person selected by graduation committee. (15 minute speech.)
5. Awards kept to minimum at this ceremony (Takes 5 minutes)
6. Honor students (3.25 - 3.49 GPA) and highest honors (3.5 - 4.00) are recognized and are presented with a hood (in school colors) which they are allowed to keep.
7. Graduates names are called by Superintendent (I will do it next year) and are given diploma by Board President. Rehearsal is held from 9 to 10 AM on Saturday preceding the 11 AM ceremony. Each person arrives to find his name typed on a card and taped to his seat, then he knows his place in line automatically and cuts out troublesome listings. At the actual ceremony, he takes card and will hand to me for reading at microphone.
8. Ceremony took $1\frac{1}{2}$ hours this year and should never be longer.
9. Reception followed.

Hope this is helpful - - Jack Fishbaugh"

MT. SAN ANTONIO COLLEGE

Procedures used in commencement:

1. Faculty required to participate in academic procession as part of professional responsibility.
2. Faculty and platform guests wear full academic regalia.
3. Since Graduating class has become so large (750) we no longer read the individual names. We do have the graduates proceed across the stage to receive their diplomas.
4. Recognition of academic honors is provided by having each individual stand in place when his distinction is mentioned.
5. We try to limit the total length of program to $1\frac{1}{2}$ hours.

CITY COLLEGE OF SAN FRANCISCO

Mary Golding, Dean of Women writes:

"We dropped our formal commencement some four years ago. Frankly the percentage of graduates attending was too small to continue this function. No one has protested.

"We have substituted a Commencement Observance, which has been very well attended. It is held from 10 to 12 on a Thursday, which includes our regular College Hour. All candidates for graduation in good standing following second midterms are invited and excused from any classes held at that time of the Observance. Special invitations are sent to the honor graduates and to the scholarship awardees, who are encouraged to invite their parents. Following the assembly, honor graduates, scholarship awardees and their parents are invited to a buffet reception in an adjoining building. This reception is hosted by the scholastic honor society, Alpha Gamma Sigma."

COMPTON COLLEGE

The Assistant Dean of Student Personnel, Mrs. Joan Clinton writes as follows:

"The entire graduating class, faculty, and all of the guests are invited to a reception in the Student Union following the Commencement. Attendance at the Commencement generally runs about 1,000 persons. At the reception, we usually have 500 to 600."

GOLDEN WEST COLLEGE

July 6, 1967

Mrs. Naomi E. Fitch, Registrar
San Joaquin Delta College
3301 Kensington Way
Stockton, California 95204

Dear Mrs. Fitch:

I am enclosing a copy of Golden West College's first commencement program as you requested in a letter to Dr. Boyce June 21.

The ceremony was preceded with a faculty-graduating class buffet supper which, we felt, added a great deal to the tone of the occasion. The graduation exercise was about an hour in length, concluding at 7:15 p.m. This early conclusion gave faculty, students, and parents a leisurely time to mingle informally without conflicting pressures. It also allowed visiting press ample time to prepare stories for morning papers the day following.

If further information is needed please feel free to contact me.

Sincerely,

Bruce L. Williams

Bruce L. Williams
Administrative Assistant

BLW:sr

Enc.

cc: Dr. R. Dudley Boyce

CERRITOS COLLEGE

11110 east alondra boulevard • norwalk, california 90651 • area code 213, 865-9551

June 26, 1967

Mrs. Naomi E. Fitch, Registrar
San Joaquin Delta College
3301 Kensington Way
Stockton, California 95204

Dear Mrs. Fitch:

Enclosed are copies of our June, 1967 Commencement program. We have followed this same pattern for the last five years.

Outlined below are some of the steps that we follow in our commencement procedure.

1. Our faculty members, President's party, and students assemble in designated rooms and dress in their academic regalia.

2. At the designated time, the faculty forms an honor guard - two parrallel lines at the outside edges of sidewalk area. Students in marching to the Auditorium (Gymnasium) pass between the two rows of faculty members. Following the students is the President's party.

3. When the President's party has proceeded through the honor guard, the faculty members file into the auditorium and are seated immediately behind the students.

4. Following the commencement address, you will note in the program, I present the graduating class to the President of the College and he confers the degrees in mass. Following that the students come forward, have their names read and are presented with their diplomas, and return to their seats. To speed up the operation we have two administrators calling names alternately. We have found this to be effective and it shortens the ceremony by some fifteen minutes.

5. The recessional consists of the President's party leaving the platform and marching out of auditorium followed by the students, then the faculty.

Very cordially yours,

Bruce C. Browning
Vice President for Academic Affairs

BCB:ah

SAN JOSE JUNIOR COLLEGE DISTRICT
BOARD OF TRUSTEES
JOHN R. BROKENSHIRE, President
RENEE BAUM HENRY T. GUNDERSON
GAEL DOUGLASS YANCY L. WILLIAMS

SAN JOSE CITY COLLEGE

2100 MOORPARK AVENUE • SAN JOSE, CALIFORNIA 95114 • TELEPHONE 298-2181 AREA CODE (408)

H. R. BUCHSER, District Superintendent and President, San Jose City College

23

June 23, 1967

Mrs. Naomi E. Fitch
Registrar
San Joaquin Delta College
3301 Kensington Way
Stockton, California 95204

Dear Mrs. Fitch:

Mr. Buchser referred your letter about Commencement Exercises to me for response. I have listed our procedures on the back of your letter as you requested.

We are still graduating a manageable size class - that is, all our graduates do not appear "on stage." This year approximately 160 out of the total were present. We still read aloud each student's name as he walks across stage for his diploma. We do include Honors with his name " Henry Smith - with Honors." We are now thinking of adding all other awards and scholarships in the same way: "Henry Smith - with Honors
Bank of America Award
Life Membership in Alpha
Gamma Sigma."

Sincerely yours,

May Duignan
Dean of Student Services

MD:ml

Encl.

LOS ANGELES CITY SCHOOL DISTRICTS
East Los Angeles College
5357 EAST BROOKLYN AVENUE, LOS ANGELES, CALIFORNIA 90022

JACK P. CROWTHER
Superintendent of Schools

B. K. SWARTZ
President

June 29, 1967

Mrs. Naomi E. Fitch, Registrar
San Joaquin Delta College
Stockton, California
95204

Dear Mrs. Fitch:

Our graduation is held at 5:00 p.m. on the last Thursday of each semester, January and June. I believe we are the only junior college in California holding both mid-year and June ceremonies.

We strive for, and receive, almost 100% attendance of both graduates and faculty (170 fulltime.) Although our graduation classes run from 300 to 500 at each ceremony we continue to keep the tradition of each receiving his own engraved diploma from the president. (NOT a DUMMY CASE or card to be exchanged later. This requires that the graduates be lined up in exact order for the processional, and stay in that order until they have received their diplomas.

Graduation is held in our College Theatre Auditorium which seats 2,100 on a single floor.

I hope this information will help you.

Sincerely,

John M. Duling

John M. Duling, Assistant Dean,
Admissions and Guidance.

JMD:cjb

PETITION FOR GRADUATION

Associate in Arts

PASADENA CITY COLLEGE

Pasadena, California

Name

PLEASE PRINT NAME DESIRED ON DIPLOMA:

MR.
MISS _____
MRS. Last First Middle

Address _____
No. Street

City _____ Zone ____ Phone _____

Birthdate _____ Veteran? Yes ___ No ___

American Citizen?
Yes ___ No ___
If not, what country? _____

Counselor _____

Major _____

Educational plans:
Terminal _____
Transfer ____ Where: _____

_____
1st choice

_____
2nd choice

High school diploma from

_____ ____
Date

List other colleges attended:

_____
Date

_____
Date

READ CAREFULLY BEFORE SIGNING

I understand that all records (transcripts, service papers, completion cards removing Incompletes, certificates, etc.) must be on file in the Records Office at least ten weeks prior to the date of commencement, in order to supply credit toward graduation.

With the advice of a counselor, I have planned a program, which if successfully completed, will meet the requirements for graduation. Any change of program, unofficial drop, or failure made after the filing of this petition will jeopardize graduation

Student's signature _____

PROPOSED DATE OF GRADUATION† _____ Date filed _____

†If this date is changed, a new petition must be filed.

FOR THE USE OF THE GUIDANCE AND RECORDS OFFICES: SUMMARY

Min. Req.	Dept./Subject Major	13-1 has completed	13-2 has completed	14-1 taking	14-2 to take		NEEDS (leave blank
2	P.E.,						
	First Aid						
2	Health Ed.						
1	Basic Com.						
6	Humanities: Eng.						
3	Amer. Inst.						
6	Social Science						
6	Science: Life						
	Physical Science						
	Mathematics						
	Language						
	Fine Arts: Art						
	Music						
	Business						
	Technology						
	Miscellaneous						
60	Total						
20	Major:						

SUMMARY OF CREDIT Sem.	Units	G.P.	Def.
U.D.			
S.S.			
13-1			
13-2			
S.S.			
14-1			
14-2			
S.S.			
Total			
Held for			

Divisional Major:

Graduation deferred due to:

(Leave blank)

Petitions pending: _____

_____
Date Granted

Residence requirement met: yes ___ no ___ If no, needs ___ units.

Memos: _____

1st Check Stamp

This program, without change, will fulfill graduation requirements.
Date _____ By _____

2nd Check Verification

Date _____ By _____

FINAL APPROVAL _____
Grade Pt. Ratio _____
Rank _____ No. _____
H.S. Rec. ____ Non-Rec. ____

0908 - 6

PASADENA CITY COLLEGE

STUDENT PERSONNEL SERVICES
1570 East Colorado Boulevard
Pasadena, California 91106

Your petition for graduation from Pasadena City College is under consideration. A check of your record and your present program of classes reveals:

☐ Your graduation may be in jeopardy because of a grade point deficiency. You will need to earn_____grade points this semester in order to achieve a C average in your current program and to make up a prior grade point deficiency.

☐ You must present evidence that you have completed the first aid requirement. (May be cleared by presenting military service records.)

☐ You must present evidence that you have completed the requirement in community and personal hygiene. (May be cleared by presenting military service records.)

☐ You must complete the required examination in state and local government. Please contact the chairman of the Social Science department.

☐ Subject to clearance of any items checked, you will meet requirements for the Associate in Arts degree if you complete your present program with a Pasadena City College and overall grade average of C or better.

☐ _____

_____

If any items indicating deficiencies are checked, please present clearances for such deficiencies to the graduation check clerk, room 108C.

Irvin G. Lewis
Administrative Dean

Copy to
Counselor:

0908-64